



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

SCHOOL NUTRITION PROGRAM - ADMINISTRATIVE TRAINING

The **School Nutrition Programs Administrative Training** is for clerks/secretaries, who administer the school nutrition programs. This three hour training will include information needed to successfully implement the program, approved free/reduced price meal applications and submit claims.

DATES AND LOCATIONS

Billings	September 24, 2008	9:00 am - 12:00 pm	Billings Public Schools 101 10th Street West, Billings
Great Falls	September 30, 2008	9:00 am - 12:00 pm	Great Falls Public School Administration Offices 1100 4th St. South, Great Falls
Havre	October 7, 2008	9:00 am - 12:00 pm	Havre School District Robins Administration, Conference Room 425 6th Street, Havre
St. Regis	October 22, 2008	9:00 am - 12:00 pm	St. Regis Community Center 39 Lobo Loop, St. Regis
Wolf Point	November 18, 2008	9:00 am - 12:00 pm	Fort Peck Community College 605 Indian Avenue, Wolf Point

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED

Deadline for Registration is 5 days before date of training.
Call School Nutrition Programs at (406) 444-2501 for more information.

Administrative Training Registration (Please Print)

Complete one registration form for each person attending and fax or mail to:
Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501
or fax: (406) 444-2955.

Name and Title: _____

School District: _____

Telephone: _____ Fax: _____

Email: _____

I will attend: Billings _____ Great Falls _____ Havre _____ Wolf Point _____ St. Regis _____

A Spring training is being planned for the Kalispell/Polson Region.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."